Citizen Self Service Portal works best in Google Chrome.
We recommend creating one shared account (with one email address) for your company or business to use – as you will be able to review permits your business is associated with, review inspection information, and view invoices online. The system will not allow multiple accounts for one email address.

To register:
Step 1: Click "Guest" at the top right side of the page, and click "Register". enter an email address. You will receive a confirmation email from noreply@dallascountyiowa.gov, please click the link to confirm your email.
Step 2: It will open in a new tab or a new window, and then click "Register."
Step 3: Please fill out the personal information, create a password, and address information. Please remember, if you are a business or company, please use your business information when filling in information for this step, then click "Submit"
Note: You will only have to register for an account one time. After registration is completed, you can "Log In" each time.
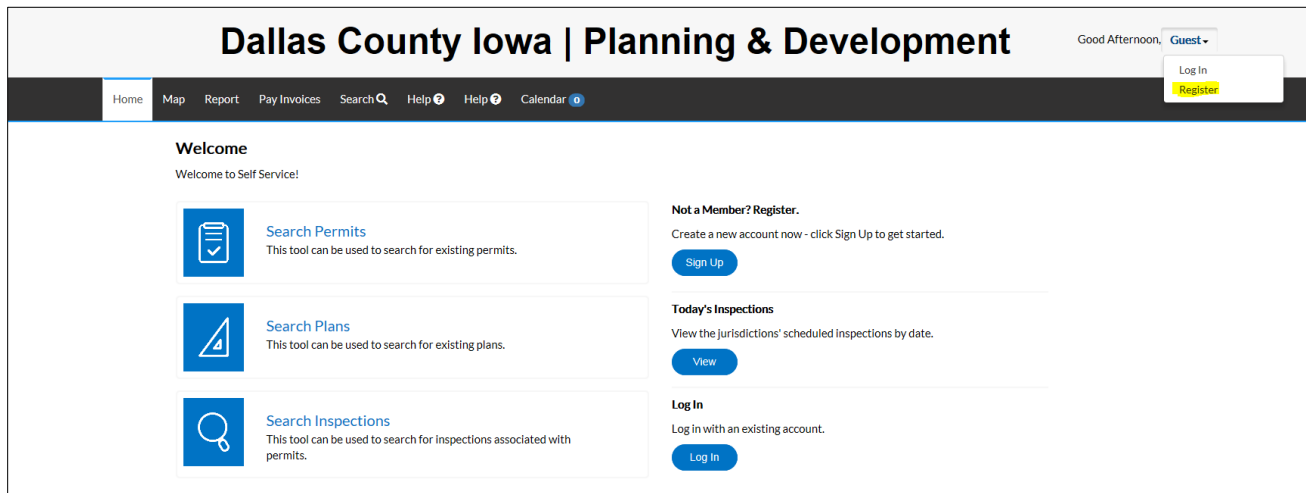
Dallas County Iowa | Plan

Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [   ]   Next

From: noreply@dallascountyiowa.gov   Sent: Wed 5/1/2019 2:56 PM
To: ⊞ DCPlanDEV
Cc:
Subject: Citizen Self Service New User Account Confirmation

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email DCPlanDev@Dallascountyiowa.gov

Back   Register

Registration

PERSONAL INFO   ***REQUIRED**

*First Name
First name is required.

Middle Name

*Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

*Email Address   DCPlanDev@Dallascountyiowa.gov

*Contact Preference

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

*Password

*Confirm Password

ADDRESS

Country Type   United States

Enter Address   Enter a location

*Street Number

*Street Name

*City

State

*Postal Code

County

Unit or Suite

*Address Type   Billing

I'm not a robot   reCAPTCHA
Privacy - Terms

Back   Submit

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.

Log In

Once you are signed in, you will see the Dashboard. From here, you can **apply** for permits, **pay** invoices, **view** the status of permits, and **view** inspection information. There is a menu bar along the top to find information, or you can scroll through the page to find quick links to permits, plans, inspections, and invoices.

To Apply For A Permit:

- Select "Apply" from the menu bar and select "All (14)"
- On the left hand side, please review the category of permit you are wanting to apply for, please be sure to note the difference between Commercial and Residential, and the work class (new construction; remodel, etc).
- Reference the following table to confirm your choice:

Plumbing Type	Work Class	Description
Electrical (Residential)	Alteration, Remodel, Repair	Electrical work for an addition or remodel of a residential building or project
Electrical (Residential)	New Construction	Electrical work for a new residential building or project
Electrical (Residential)	Service Change	Electrical meter replacement upgrade for a residential building or project
Electrical (Residential)	Temporary	Temporary electrical service for a new residential building or project
Mechanical (Commercial)	Alteration, Remodel, Repair	Mechanical work for an addition or remodel of a commercial building or project
Mechanical (Commercial)	HVAC Changeout	Replacement of mechanical equipment for a commercial building or project
Mechanical (Commercial)	New Construction	Mechanical work for a new commercial building or project
Mechanical (Residential)	Alteration, Remodel, Repair	Mechanical work for an addition or remodel to a residential building or project
Mechanical (Residential)	HVAC Changeout	Replacement of mechanical equipment for a residential building or project
Mechanical (Residential)	New Construction	Mechanical work for a new residential building or project
Plumbing (Commercial)	Alteration, Remodel, Repair	Plumbing work for an addition or remodel of a commercial building or project
Plumbing (Commercial)	New Construction	Plumbing work for a new commercial building or project
Plumbing (Residential)	Alteration, Remodel, Repair	Plumbing work for an addition or remodel of a residential building or project
Plumbing (Residential)	New Construction	Plumbing work for a new residential building or project

- **To apply for a permit you will need:**
  - Location of the project (either address or parcel number is required)
  - Type
  - Contacts (owner or general contractor information, or your own)
  - Attachments: ex digital copy of your state issued license
- Follow the prompts on the screen to enter in the project information
- Once submitted, it will be sent to the office to process and once reviewed, you will be notified when the invoice is created and ready for payment.

🏢 **PERMITS**

> Electrical (Residential) Alteration, Remodel, Repair

> Electrical (Residential) New Construction

> Electrical (Residential) Service Change

> Electrical (Residential) Temporary

> Mechanical (Commercial) Alteration, Remodel, Repair

> All (14)

Permit Application Assistant

Categories

All 14

Electrical (Residential) Permits 4

Mechanical (Commercial) Permits 3

Mechanical (Residential) Permits 3

Plumbing (Commercial) Permits 2

Plumbing (Residential) Permits 2

Electrical (Residential) Permits : Electrical (Residential) Alteration, Remodel, Repair   [Apply]

Electrical work for an addition or remodel of a residential building or project

Categories | Main Menu

Electrical (Residential) Permits : Electrical (Residential) New Construction   [Apply]

Electrical work for a new residential building or project

Categories | Main Menu

Electrical (Residential) Permits : Electrical (Residential) Service Change   [Apply]

Electrical meter replacement upgrade for a residential building or project

Categories | Main Menu

Electrical (Residential) Permits : Electrical (Residential) Temporary   [Apply]

Temporary electrical service for a new residential building or project

Categories | Main Menu

Mechanical (Commercial) Permits : Mechanical (Commercial) Alteration, Remodel, Repair   [Apply]

Mechanical work for an addition or remodel of a commercial building or

Apply for Permit - Plumbing (Residential) New Construction   *REQUIRED

① Locations   ② Type   ③ Contacts   ④ More Info   ⑤ Attachments   ⑥ Summary

LOCATIONS

Location ▾

Add
Location

➕

REQUIRED

Save Draft   Next

To pay invoices:
- Click "Pay Invoices" along the top menu bar OR
- Click the "pay Invoices" tile from the dashboard (initial log in page)
- Add the invoices to your cart, enter payment information and submit
- All online transactions have a 3% service fee that is assessed by the card manufacturer, not the county.